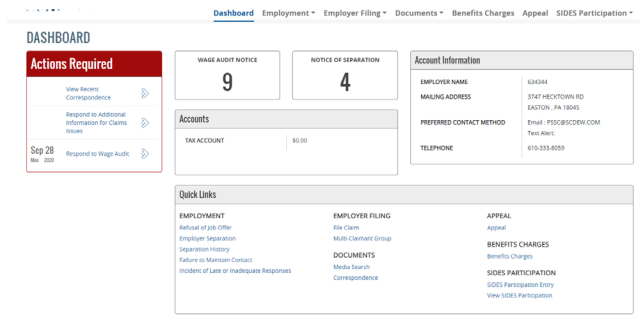
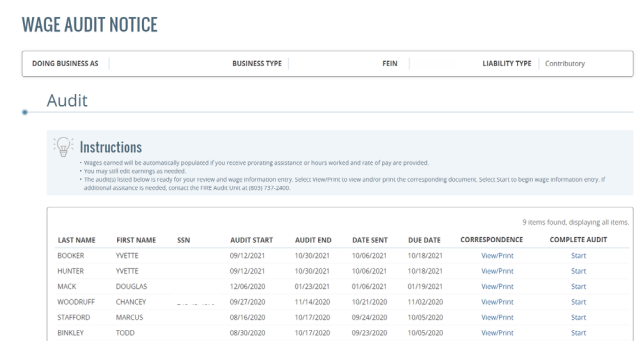


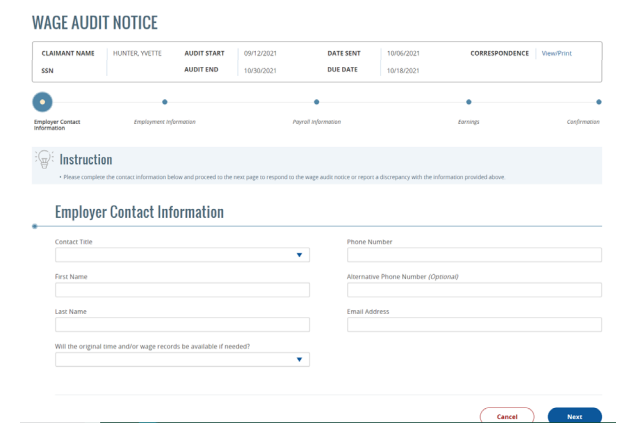
EMPLOYER SELF SERVICE (ESS) WAGE AUDIT RESPONSE GUIDE



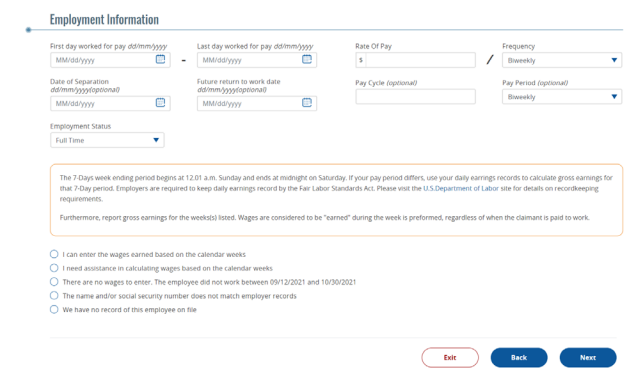
On the ESS homepage, select Respond to Wage Audit.



Select Start, next to the individual you wish to complete the wage audit for.



Enter title, first and last name, phone number, e-mail address and question under Employer Contact Information. All fields are required unless otherwise stated. Select Next.



Review all statements on the next screen. All fields are required unless otherwise stated.

Wage Audit Additional Information

You may be contacted for additional information

OK

If you choose There are no wages to enter, name and/or social security number does not match, or We have no record, select Next.

The below pop up will be presented. Select OK. You will return to the Audit List.

Instructions

- Wages earned will be automatically populated if you receive prorating assistance or hours worked and rate of pay are provided.
- You may still edit earnings as needed.

Earnings

Earnings Breakdown

BWE	HOURS	DATE PAID	WAGES EARNED	TIPS	HOLIDAY/VACATION	SICK	BONUS/COMMISSION	BACK PAY	SEVERANCE PAY	PER DIEM
09/05/2020		mm/dd/yyyy	0.00		0.00	0.00	0.00	0.00	0.00	0.00
09/12/2020		mm/dd/yyyy	0.00		0.00	0.00	0.00	0.00	0.00	0.00
09/19/2020		mm/dd/yyyy	0.00		0.00	0.00	0.00	0.00	0.00	0.00
09/26/2020		mm/dd/yyyy	0.00		0.00	0.00	0.00	0.00	0.00	0.00

Note: To determine if the pay types below are deductible against unemployment insurance payments click on this link

Calculate

Additional Comments (if bonus or other pay is provided, please explain below)

I TEST TEST, certify that the information submitted on this on-line form is correct to the best of my knowledge and belief, and I understand that the law provides penalties for making false statements or misrepresentations or for failing to disclose a material fact in order to affect the payment of benefits to any individual.

Cancel Back Finish

If you choose I can enter wages earned based on the calendar week, the following will be presented:

Confirmation

Your confirmation number is # 20683486

Audit List Main Menu

Enter all gross wages by week. Make any additional notes, select the statement and select Finish.

The following confirmation screen will be presented:

Employer Contact Information Employment Information Payroll Information Earnings Confirmation

Instructions

- All fields are required unless otherwise indicated.

Payroll Information

Last Day of Pay Period: Thursday
 First Pay period ending date on or after 12/27/2020: 12/31/2020
 Claimant's Regular Work Days: Sun, Mon, Tue, Wed, Thu, Fri, Sat, Sun

Back Next

Select Audit List to return to the remaining Wage Audits. Select Main Menu to return to the home page.

If you choose I need assistance calculating wages based on calendar week, the following will we presented:

Back Next

Earnings

PAY PERIOD START	PAY PERIOD END	GROSS EARNINGS
12/18/2020	12/31/2020	\$ 5000
01/01/2021	01/14/2021	\$ 3500
01/15/2021	01/28/2021	\$ 4000
01/29/2021	02/11/2021	\$ 5100
02/12/2021	02/25/2021	\$ 3500
02/26/2021	03/11/2021	\$
03/12/2021	03/25/2021	\$
03/26/2021	04/08/2021	\$

Enter the requested Payroll Information and Select Next. The following will be different based on the Pay Period selected.

03/06/2021	mm/dd/yyyy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/13/2021	mm/dd/yyyy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/20/2021	mm/dd/yyyy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/27/2021	mm/dd/yyyy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Note: To determine if the pay types below are deductible against unemployment insurance payments click on this link [Calculate](#)

Additional Comments (if bonus or other pay is provided, please explain below)

I TEST TEST, certify that the information submitted on this on-line form is correct to the best of my knowledge and belief, and I understand that the law provides penalties for making false statements or misrepresentations or for failing to disclose a material fact in order to affect the payment of benefits to any individual.

[Cancel](#) [Back](#) [Finish](#)

Enter all gross earnings for present pay periods. Select Next.

Confirmation

Your confirmation number is # 20683486

[Audit List](#) [Main Menu](#)

Review the weekly earnings calculated by the system. Select the statement and select Finish.

The following confirmation screen will be presented:

Select Audit List to return to the remaining Wage Audits. Select Main Menu to return to the home page.